

## **CYNWYD ELEMENTARY SCHOOL IMPORTANT INFORMATION 2010-2011**

Welcome! The Cynwyd Home and School Association (HSA) is pleased to present this year's school directory. It is full of information that is useful to Cynwyd families. Within the directory are school guidelines, HSA information, a staff directory, and a directory of students organized by class.

### **ATTENDANCE**

Teachers take attendance daily. A parent/guardian note must be presented to the teacher after an absence or lateness, and before an early dismissal. NOTE: if the child is going to be absent or late, the parent/guardian must call the absentee line 610- 658-3903 and leave a message that includes the child's full name, teacher's name, grade, and the reason for the absence or lateness. The answering machine is available at all times for recording messages. If a child is absent, a parent/guardian must submit a note explaining the absence to the teacher on the first day the child returns to school.

If an absence is planned, it is possible to obtain schoolwork in advance with a week's notice to the child's teacher. Please refer to Trips for information on excused absences for educational trips. For tardiness, the child should be escorted to the office by an adult and submit a note upon his/her late arrival to the classroom teacher. In the case of an early dismissal, the child should present a note to the teacher upon arrival. When the child arrives late or leaves early, the parent/guardian must bring him/her in to the school office and sign him/her in or out.

### **BIKES**

With parent/guardian permission, children in grades 4 and 5 are permitted to ride their bikes to school. Children should have a bike lock to secure their bikes on the school racks located on the kindergarten playground. Bikes may not be used during school hours. The school is not responsible for bike vandalism or theft. Children should walk their bikes to and from the rack once they arrive on school property in the morning and when leaving in the afternoon. Skateboards and scooters are not permitted on school property at any time.

### **BIRTHDAY PARTIES**

Parents/Guardians should contact the homeroom teacher to make arrangements if they wish to send in birthday treats for their child to share with the class. Children are permitted to share their birthday treats with two additional staff members. Please be aware that many children have food allergies that should be taken into consideration when choosing treats to share at school. Children are asked to bring in a healthy choice. Parents/Guardians are also given the option to order birthday treats through the cafeteria.

### **BREAKFAST PROGRAM**

All children are given the opportunity to purchase a nutritious breakfast at Cynwyd School. A breakfast menu is on the reverse side of the lunch menu. Serving lines will open at 8:30 a.m. for walkers. Children who ride buses will be served as their buses arrive. Breakfast will not be served on early dismissal days.

### **CAFETERIA/RECESS RULES**

The lunch and recess period is approximately 50 minutes with recess held first for 20 minutes and followed by 30 minutes of lunch. Recess is held outdoors if at all possible. All children must go outside to recess with their classmates since there is no supervision in their classroom at that time unless it is indoor recess. In inclement weather, such as rain, snow, or a very low wind-chill factor (below 20), recess is held indoors. There are supervisors on the playground at recess and each grade (1-5) also has a teacher, known as a recess captain, on duty for recess.

Parents/guardians of first and second graders are needed to volunteer to be lunch monitors. These parent volunteers report to the lunch supervisors for additional directions. Parents/guardians should contact their grade level chairpeople to volunteer. Below are cafeteria and recess rules that each child is expected to follow while in the cafeteria and at recess.

### **CAFETERIA RULES**

- Follow directions the first time given.
- Use indoor voice.
- Stay in your seat at your assigned table.
- Raise your hand if you need help and for permission to be out of your seat for any reason.
- Ask permission and get a restroom pass from the Supervisor. Return the pass to the Supervisor.
- Walk.
- Remove trash from the table and floor.
- Do not take drink or food out of the cafeteria.

### **RECESS RULES**

- Respect others and include them in play.
- Go to the Supervisor if you need help with anything.
- Follow the school rules and directions the first time given.
- Dress in clothing appropriate for the weather conditions.
- Stay inside the recess area and in view of the supervisors. Do not play on trees, bleachers, railings, or in the sand pit.
- Play safe and approved games using classroom equipment. Do not throw anything but balls (no woodchips, sticks, stones, etc.).
- Play safe games that do not include tackling, pushing, kicking, carrying, "pegging," poking, etc.
- Report strangers and animals to supervisors.
- Get a pass from a supervisor to use the restroom and/or go to the nurse.
- Line up quickly to enter the school.
- Report all injuries to the supervisors.

### **COMMUNICATION**

The Home and School Association (HSA) provides regular communication to all Cynwyd families. The HSA publishes a weekly electronic newsletter (eNews Whoo's Talking) which affords updates and reminders about future events. Electronic mail list sign-up is voluntary; however, it is strongly encouraged for Cynwyd families to subscribe to the newsletter and to share the information with neighbors and friends.

## **CYNWYD ELEMENTARY SCHOOL IMPORTANT INFORMATION 2010-2011**

### **COMMUNICATION cont.**

Parents/Guardians should be at the computer where they want the newsletter sent. To subscribe to Cynwyd's eNews, parents/guardians should access [www.lmsd.org](http://www.lmsd.org); click on eNewsletters under the Featured Links column; and hit "subscribe" under Cynwyd Elementary. To stop receipt of Cynwyd's eNews, parents/guardians should follow the same steps as above and select "unsubscribe." Whooo's Talking may be viewed anytime by visiting [www.LMSD.org-Schools-Cynwyd](http://www.LMSD.org-Schools-Cynwyd) ES-Parent Info-HSA-Whooo's Talking Newsletter. In addition, this directory includes a calendar of important school dates to remember.

Each family also receives important HSA, Cynwyd School, and other district communications in the Thursday Envelope. Parents/Guardians review the contents in the envelope, sign or initial next to the appropriate date, and return the envelope to school on Friday.

If a parent/guardian needs to contact a teacher or staff member at Cynwyd School, the main office phone number is 610-645-1430. The office staff can direct calls during school hours. The automated voice mail system will be in operation when the office staff is unavailable.

Parents/guardians are asked to check the Cynwyd website at [www.lmsd.org](http://www.lmsd.org). There is useful information on the teacher eBoards and the Cynwyd eBoard [www.CYSchool.lmsd.site.eBoard.com](http://www.CYSchool.lmsd.site.eBoard.com) located on the district website.

The district also utilizes the Global Connect Automated Notification System in order to communicate emergency announcements to parents/guardians by phone. This system will place calls utilizing the phone numbers provided by parents/guardians on their child's Pupil Emergency Information Card. The phone numbers listed will be called in order in the event of an emergency. This system is utilized to notify parents/guardians of unexpected school closings, emergency dismissals, school incidents, or if buses are significantly delayed.

### **DROP OFF/PICK UP PROCEDURES**

#### **• Morning Arrival**

Please note only children participating in the breakfast program or an approved before-school activity may arrive before 8:40 a.m. All children should proceed to the gymnasium, not their classrooms, and sit in their assigned areas. There is no supervision provided by staff members prior to 8:40. Vehicles are not permitted to enter the Bryn Mawr Avenue circle between 8:30-9:30 am.

#### **• Afternoon Pick-Up**

Parents/Guardians picking up children should not arrive before 3:25 p.m. Those parents/guardians are asked to wait in the library hall, not outside the child's classroom. There is no stopping or parking in the bus circle or the Manayunk circle from 3:00 - 4:00. Children picked up by parents/guardians will be dismissed at 3:30 p.m. to the library hallway. Those children walking home will be dismissed from their classrooms at 3:30. Children riding the bus will remain in their classrooms until their bus is announced.

### **ELECTRONIC DEVICES, VALUABLES, AND CELL PHONES**

Children are not permitted to bring electronic devices and valuables to school. These include cameras, iPods, MP3 players, Gameboys, DS Lite, hand-held games, trading cards, and other such items. There may be exceptions to this rule for lengthy bus rides or field trips subject to the teacher's discretion.

Children may bring cell phones to school, but cell phones must be turned off and stored in their backpack during the school day. Any child using a cell phone during the school day will have his/her phone confiscated and brought to the main office where it must be claimed by his/her parent or guardian.

### **GIFT GIVING TO STAFF**

The gift policy was adopted at the November, 2003 Board of School Directors Meeting. The intent of this policy is to bring an end to excessive gift giving from parents/guardians or students to employees. This issue was moved forward because some district staff members had received gifts of extravagant monetary value and class gifts with children's names who had contributed to the collection, thereby also identifying those who did not contribute. The policy does not forbid employees from accepting traditional tokens of appreciation such as baked goods or an item hand made by a child.

### **HOMEWORK POLICY**

Homework will not be assigned on nights when there are school events. Any questions regarding the homework policy should be referred to the classroom teacher.

### **INTERNET ACCESS BY STUDENTS**

An account is set up for each child. Children access the Internet under the direction and supervision of teachers. Children may also access LMSD resources from home using their student account. Lower Merion School District ensures that our children have access to information available on the Internet. Upon registering their child, every parent/guardian receives a copy of the District Acceptable Use Policy and the form that must be signed by parents/guardians acknowledging receipt of this policy. Any child who violates the provisions of this policy can be subject to disciplinary action that may include the suspension of his/her Internet access privileges.

### **KINDERGARTEN**

**Hours:** AM: 9:05-11:50 PM: 12:50-3:35

There are nine (9) early dismissal days at the elementary level during the 2010-2011 school year. The children in each session will attend on the following days:

Morning & Afternoon Kindergarten in Session:  
Children will attend at the regularly scheduled time on the following dates:

Wednesday, November 10, 2010  
Friday, November 12, 2010  
Friday, January 14, 2011  
Thursday, February 17, 2011  
Wednesday, April 13, 2011  
Thursday, April 14, 2011  
Friday, April 15, 2011  
Friday, May 27, 2011

## **CYNWYD ELEMENTARY SCHOOL IMPORTANT INFORMATION 2010-2011**

### **KINDERGARTEN cont.**

**Last Day for AM Kindergarten:** Thursday, June 16, 2011

Afternoon kindergarten classes WILL NOT BE in session on the following early dismissal days:

Wednesday, November 24, 2010  
Thursday, June 16, 2011

**Last day for PM kindergarten:** Wednesday, June 15, 2011

### **LIBRARY**

The library is open from 9:00 a.m. to 3:35 p.m. Children are allowed to return books throughout the school day with permission from their classroom teacher. Parents/Guardians are permitted to check books out from the library.

### **LOST AND MISPLACED ITEMS**

Everything should be labeled so that items can be returned. Children should alert their teacher if they are missing anything that was brought to school. Many times the item is in the classroom. The "Lost and Found" racks and bin are located on the left side of the stage in the gym. A custodian can assist in locating this area. Children may also check in the school office and the Transportation Department 610-645-1940 to see if the items are there.

### **LUNCH PROGRAM**

Children may bring lunch from home or purchase lunch at school. A monthly menu that lists menu choices and prices is sent home in the Thursday Envelope. Snacks and beverages are also available for purchase. Children may pay with cash or on account after the parent/guardian has deposited money. To deposit account monies, parents/guardians can send in a check payable to the Lower Merion Food Service. Once an account has been created, funds can be added online at [www.myschoolaccount.com](http://www.myschoolaccount.com).

### **MONTGOMERY EARLY LEARNING CENTER (MELC)**

MELC provides on-site before and after school care at Cynwyd, as well as an off-site enrichment program for kindergarten children. Their main office address is 201 Sabine Avenue, Narberth, PA 19072 and the telephone number is 610-617-4550. The enrichment program for kindergarten children is located at 230 Haverford Road in Wynnewood (site of the old Presentation BVM School). The number is 610-658-8601. Bus service is provided to and from Cynwyd School. Children must be registered for at least three days per week.

### **SAFETY ISSUES**

In 1996, the State Legislature expanded the law that dealt with "Students Who Bring Weapons to School" Act 26. The code provides that "weapon" shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument, or implement capable of inflicting serious bodily injury.

Parents/guardians are asked to be aware of those items taken to school. This should be kept in mind in planning for Halloween. In addition, school costumes (i.e. for class plays or presentations), which include anything resembling weapons, are strongly discouraged.

### **WEATHER RELATED SCHOOL CLOSINGS/LATE OPENINGS**

**Lower Merion School Closing Number: 302**

For late openings or school closings, the following resources can be used to find out if school will open late or be closed for the day.

- District website: [www.lmsd.org](http://www.lmsd.org)
- LMSD Emergency Hotline: 610-645-0143
- KYW News Radio 1060 AM
- Comcast Cable Channel 6, FIOS Channel 36
- Local Broadcast Stations 3, 6, 10, 29

### **SCHOOL HOURS**

#### **Grades 1 - 5**

9:05 a.m. - 3:35 p.m. Children are dismissed at 12:25 p.m. on early dismissal days and no lunch is served.

#### **Kindergarten**

AM 9:05 a.m. - 11:50 a.m.

PM 12:50 p.m. - 3:35 p.m.

On early dismissal days, AM kindergarten children are still dismissed at 11:50 a.m. and taken to their regular buses. There is no PM kindergarten.

### **TRIPS**

An Absence for Educational Trip form must be obtained to request an excused absence for an educational trip. This form can be downloaded from Cynwyd School's eBoard at [www.CYSchool.lmsd.site.eBoard.com](http://www.CYSchool.lmsd.site.eBoard.com). by clicking the office information tab. The building principal can approve educational trips up to five school days. Trips dates ranging from 6-10 school days per school year must be approved by the District Superintendent/Designee. This form must be submitted to the Principal's office 14 days before the planned educational trip. Children are responsible for requesting or making up any assignments for the period of absence.

### **VISITORS**

All visitors, including parents and guardians, must sign in at the office. Visitors receive a visitor tag for identification as well as guidelines for the visit.